



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Facilities Maintenance and Construction Foreman

FLSA: NE

SERVICE: Classified

REVISED: 6/1/05

Summary: Under general supervision, performs work of moderate difficulty supervising labor crews in construction projects on a day-to-day basis; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Supervises day-to-day construction projects.
- Ensures that sufficient materials, tools, labor and time are available for each project.
- Monitors short and long-range projects.
- Participates in the development of project budgets.
- Monitors compliance of staff and contractors to federal, state and County statutes and regulations.
- Assists with monitoring costs to ensure that expenditures are within budget.
- Performs carpentry work for repairs, new construction or remodeling existing facilities.
- Performs concrete work for sidewalks, driveways, footings and foundations for County buildings.
- Operates forklift, backhoe and other heavy equipment used for construction work of the County.
- Hangs and finishes drywall for construction and remodeling work.
- Performs plumbing work from rough in to setting fixtures for repair, maintenance and new construction.
- Welds metalwork for repairs and constructing new fixtures.
- Reads architectural drawings and manuals, prepares drawings and interprets plans for departmental staff work, such as footings, foundations and framing.
- Computes and measures necessary sizing for construction materials.
- Prepares required reports.

Knowledge and Skills:

- Knowledge of methods and practices of building trades.
- Knowledge of occupational hazards and required preventative measures.
- Knowledge of principles and practices of supervision.
- Skill in estimating labor, time and material costs.
- Skill in the operation of tools and equipment used in the building trades.
- Skill in effectively communicating verbally and in writing
- Skill to establish and maintain effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

Minimum Qualifications:

High School Diploma or GED; AND three years as a building trades experience including some supervisory experience; AND a valid driver's license; OR equivalent combination of education, training and experience.